

NOTICE OF VACANCY

DEPARTMENT: Information Technology

TITLE: Information Technology Project Manager

GRADE/SALARY: 36M - \$56,617 plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This position involves managing specific groups of workers within an Information Technology department or division and working with component school districts or agency departments. Some positions in this class may require local and/or multi-county travel. The incumbent is responsible for the coordination of technology projects, managing the technology staff, coordination of research and development, and working with administrative staff in order to identify, recommend, develop, implement, and support cost-effective technology solutions. The work performed is under the direct supervision of the Assistant Director and/or under the general supervision of the Director. Supervision may be exercised over lower level Information Technology department personnel. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application. Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree including or supplemented by twelve (12) Semester credit hours in the fields of Computer Science, Computer Technology, Data Processing, Management Information Systems, Information Resource Management, Business Management, Business Administration or a closely related field **AND** four (4) years of experience in information technology project management*, which shall have included two (2) years of supervisory information technology project management experience; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree, including or supplemented by twelve (12) semester credit hours in the fields of Computer Science, Computer Technology, Data Processing, Management Information Systems, Information Resource Management, Business, Business Administration or a closely related field **AND** six (6) years of experience in information technology project management*, which shall have included two (2) years of supervisory information technology project management experience.

*Experience in Information Technology Project Management is defined as:

- 1. Experience in systems design and development;
- 2. Experience in helpdesk operations;
- 3. Experience in managing small to medium scale Information Technology projects;
- 4. Experience in Information Technology operations.

SPECIAL REQUIREMENTS:

- 1. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.
- 2. Criminal Justice Information Systems (CJIS) Security Clearance is required for appointment and must be maintained throughout appointment.

NOTE: Candidates must submit copy of transcripts with application.

HOW TO APPLY: Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

APPLICATIONS MUST BE RECEIVED NO LATER THAN: August 13, 2021

****Oneida County is an equal opportunity employer****

07/13/2021